

**Process for Developing
Findings and Recommendations
For the
CALIFORNIA-NEVADA TAHOE BASIN FIRE COMMISSION**

1. Anyone can propose a **FINDING** for consideration by the committees. This includes Commission members, agency staff, and members of the public. For the sake of consistency this should be done using the template (provided below) to document a proposed Finding, and to provide a short background statement to support or justify the proposed Finding.
2. Findings should be submitted electronically to Commission staff (dana.cole@resources.ca.gov) so they can be logged in with a tracking number, and assigned to the appropriate committee for consideration.
3. If a majority of the committee agrees to consider a proposed Finding, the committee should develop one or more **RECOMMENDATION(S)** for consideration by the full Commission for forwarding to the Governors, including an analysis of the potential impacts of implementing the Recommendation(s).
4. The committees are responsible for identifying Findings and forwarding proposed Recommendations to the full Commission. They may also choose to assign working groups, committee members, and/or their respective staff, to develop the impact analysis of implementing Recommendations. (Please refer to the Findings and Recommendations Template, below.)
5. Due to the March 21, 2008 deadline for submitting Findings and Recommendations to the governors, proposed Findings and Recommendations should be received no later than **February 15, 2008** to allow time for Commission consideration.

FINDING AND RECOMMENDATION(S)

Submitted by: _____

Finding: *(i.e., Conclusions reached after investigation and/or evaluation of facts)*

Background and Supporting Evidence: *(A short statement justifying the Finding and describing desired outcome(s); usually no more than half a page.)*

Recommendation(s) *(Based upon an analysis of the Finding, the following recommendation(s) should be made to the Governors):*

Impacts of Implementation: *(The implementation of any Recommendation is likely to have specific impacts. Consider potential consequences related to each of the following areas):*

Analysis of impacts on the following factors is REQUIRED (Best Estimate):

- ☐ Cost
- ☐ Funding source
- ☐ Staffing
- ☐ Existing regulations and/or laws

Analysis of impacts on the following factors is OPTIONAL:

- ☐ Operational
- ☐ Social
- ☐ Political
- ☐ Policy
- ☐ Health and Safety
- ☐ Environmental
- ☐ Interagency